

**USDA Guidance
Electronic Version of the 2004
Alternative Commodity Acceptability Progress
(CAP) Report**

Introduction

In accordance with Part 250.13(k)(2) of the Food Distribution (FD) Regulations, State Distributing Agencies (SDAs), at a minimum, are required to sample "...at least 10 percent or 100 recipient agencies in each program category, whichever is less" to determine the acceptability of the commodities received from USDA.

For 2004, USDA has developed program-specific CAP forms for the following FD Programs:

Form No.	Program
DA Form 663A	National School Lunch Program (NSLP)
DA Form 663B	Child and Adult Care Food Program (CACFP)
DA Form 663C	Nutrition Services Incentive Program (NSIP)
DA Form 663D	Commodity Supplemental Food Program (CSFP)
DA Form 663E	Food Distribution Program on Indian Reservations (FDPIR)

These alternative forms have been developed to make it easier for SDAs and ITOs to complete and submit CAP reports to the appropriate FNS Regional Office by April 30, 2004. We are also interested in having SDAs and ITOs submit comments on the design and format of these CAP forms. For your convenience, electronic versions of these forms may be downloaded from the following USDA/Food Distribution Website at:

<http://www.fns.usda.gov/fdd/caps/da-feedback.htm>

Basic eForm Design

These alternative CAP forms are "Scroll-Through, Screen Fill-able, Microsoft Word documents that can be completed on your Personal Computers (PC). Respondents can enter data directly in the text form fields that have been imbedded into the documents. In some sections of the forms, respondents will be able to simply use their mouse to place a check mark ["x"] in the appropriate check boxes ☐, or for some data fields they can make their selections from a dropdown menu. When finished, the SDA or ITO can then electronically submit the completed CAP forms to the appropriate FNS Regional Office via email.

Basic Report Layout

- 1. SDA/ITO Information.** This section of the form (Part I) solicits general information about the SDAs/ITOs being surveyed. It also gathers statistical information about the number of eligible recipient agencies (RA) participating in the applicable program, the number of RAs surveyed, and the number of RAs responding to the survey. Respondents will be able to click their mouse on each text form field, type in their responses, and then tab or use their mouse to scroll to the next data field.

2. **Product Acceptance.** This section of the form (Part II) captures data on the Top Five Most and Least Acceptable Products. The alternative CAP forms now include the commodity codes and commodity descriptions for all of the products available to the RAs participating in a particular FD Program. In addition, this section of the form includes check boxes next to each commodity to allow respondents to use their PC mouse to place a check mark in the check box under the column labeled “Top Five **Most Acceptable** Products” or under the column labeled “Top Five **Least Acceptable** Products.” (See Part II, items 6A-6F).
3. **Product Improvements.** This year, respondents will be able to provide feedback to USDA on the commodities identified as Least Acceptable in items 6A-6F (Part II) as well as provide suggestions on how USDA can further improve any other products, including those that might have received an otherwise acceptable rating.

This section will also include a Problem Code Table that provides respondents with examples of the type of problems that might be found with USDA commodities. For tracking purposes, the problems listed in the table are grouped by major category/code and may be used by the respondent, if applicable. See below:

Problem Code Table (multiple codes may be used below – e.g. 1,2,3,4,5,6)	
1. <u>Overall Product Evaluation</u> – program recipients do not like; too labor intensive. 2. <u>Nutrition</u> – too much fat, grease, salt/sodium and/or sugar. 3. <u>Quality</u> – bad taste/texture; poor texture; too tough; strong aroma/smell, cookability/meltability problems; or poor appearance.	4. <u>Delivery/Timing</u> - damaged packages/products; timeliness of deliveries. 5. <u>Packaging</u> - poor quality or wrapping; pack size too small, or pack size too large. 6. <u>Other</u> (see “Additional Comments” block).

On the form, respondents will be able to click their mouse (“x”) in the appropriate check boxes ☐ to select all of the codes that apply to a particular commodity. Other comments for a particular commodity may be entered in the block labeled “Additional Comments.”

4. **DoD Fresh Fruits and Vegetable Project.** The new alternative CAP forms will permit NSLP and FDPIR respondents ONLY, to identify the Most Popular Produce Items received through the DoD Fresh Produce Project. These are the only two FD Programs that receive DoD Fresh Fruits and Vegetables (see Part IV of the NSLP and FDPIR alternative forms only). Respondents can click their mouse in the appropriate check boxes ☐ to insert an “x”.
5. **New Products – (Optional).** This section gives SDAs/ITOs the opportunity to request no more than Five new products from USDA that are not currently offered to them. Before filling out this section, SDAs and RAs should check to make sure that the products being requested in this section are not already listed in Items 6A-6F of the alternative CAP form. Also, survey respondents should be advised NOT to request any type of “Condiments” such as catsup, mustard, garlic, etc.
6. **General Comments – (Optional).** This section can be used by SDAs/ITOs to provide comments about any aspects of the USDA Commodity Program that they like or don’t like.